

User Guide

What is the Timesheet Recording System?

The timesheet recording system is used to keep track of your absences from practice experience and of the hours that you subsequently work to make up deficits. Ultimately, it enables the School to be able to confirm that you have met this practice component of the NMC registration criteria.

Whilst in practice, you are required to log all absences and made up hours in the Timesheet Recording System and in your AOP document, always aiming to have a neutral balance of hours, meaning that any absences have been made up. If at the end of a practice experience you have absences outstanding they should be made up on a subsequent placement.

Important Notice

The timesheet recording system should only be used for exception reporting and under no circumstances should it be used to record your total placement hours. If you currently have your total hours recorded against any of your placements please record this information elsewhere as it will be removed when the system is updated.

Using the Timesheet Recording System

1. Login

From the Student Portal (<http://www.student.nursingandmidwifery.soton.ac.uk/>) select Timesheet Recording from the School Applications menu (1.1). Once the page has loaded enter your login details in the specified fields (1.2) and click the login button.

1.1	1.2
	

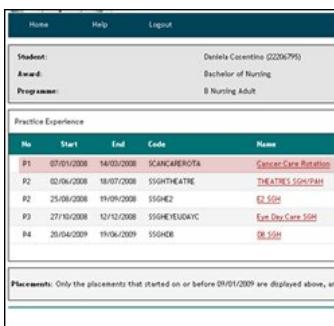
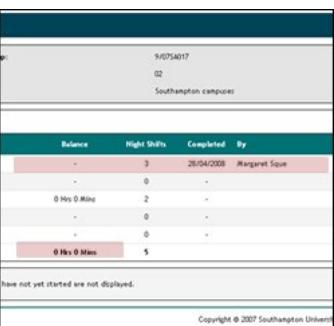
2. Practice Experience List

Once logged in you are presented with your basic student details (2.1) as well as a list of all of your current placements (2.2, 2.3). The placement list shows all of your placements that have already started listing the placement number, name, start date, end date and title (2.2) as well as the current balance of hours, no. of night shifts, when the placement was completed and your total balance of hours (2.3).

The balance of hours is the sum of your absences and made up attendances, if you have a negative balance that is the number of hours you must make up to complete the practice experience. Whilst on a placement you are aiming to have a neutral balance of hours, this is displayed in one of two ways

1. If a hyphen (-) is displayed it means that you have not recorded any absences or attendances from the specified placement.
2. If a balance of 0 Hrs 0 Mins is displayed it means that you have recorded absences against the specified placement but have subsequently made them up.

If you have incorrectly recorded your total placement hours in the past a message will prompt you to correct the error.

2.1	2.2	2.3
		

3. Practice Experience Absence/Attendance

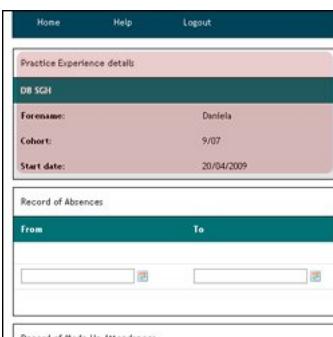
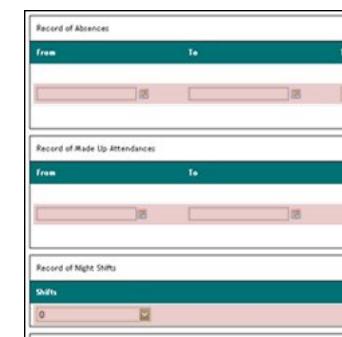
To update your practice experience absences, made up attendances and night shifts select the appropriate practice experience from the list, the following page contains the basic details of the placement (3.1) and three forms for recording your absences, made up attendances and night shifts (3.2).

To record a new absence record simply enter the start and end dates of your absence by clicking on the appropriate calendar icon and selecting the dates from the calendar, or you can enter the date manually in DD/MM/YYYY format, select the reason for your absence from the drop down list and then enter the number of hours and minutes that you were absent in the appropriate boxes and click the submit absence button, your new absence record will now be shown.

To record a new attendance record please enter the start and end dates of your attendance by clicking on the appropriate calendar icon and selecting the dates from the calendar, or you can enter the date manually in DD/MM/YYYY format, then enter the number of hours and minutes that you were in attendance in the appropriate boxes and click the submit attendance button.

To record your number of night shifts select the number of shifts you completed from the drop down menu provided (4.4) and click the submit night hours button, a message will be displayed confirming the submission of your night shifts.

The timesheet recording system should only be used for exception reporting and under no circumstances should it be used to record your total placement hours. If you have recorded your total hours against any placement please correct it as soon as possible. If the placement has been marked as complete by your tutor please contact them with the details of your absences and made up attendances and they can alter your timesheet record for you.

<p>3.1</p> 	<p>3.2</p> 
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3. Timesheet Sign-Off and Completion

Once you have completed your placement and recorded all of your absence and made up attendance records you need to print off your timesheet so that you can get it signed off before submission to your tutor. To print off your timesheet select a practice experience from the list, as shown in step 2, and either press CTRL + P on your keyboard or select File -> Print from the file menu. The signed timesheet should then be handed in to your academic tutor who will verify your hours and complete your placement.

You **MUST** submit a signed timesheet to your academic tutor at the end of your practice experience even if you have not recorded any absences.